

<Today's Date>

<Owner Name>

<Owner Address>

Dear <Owner Name>,

On <Date>, this office received a report of a non-life-threatening Housing Quality Standards (HQS) violation for your unit located at <Unit Address>. It has been determined that the following corrective action is required to place this unit into compliance with HQS:

<Insert Repairs>

Due to the ongoing COVID-19 situation, no inspection will be scheduled to verify the completion of these repairs. Alternatively, you are **required** to submit documentation that the repairs have been completed or the reported HQS violation does not exist within 60 days of receiving this notice. Acceptable documentation includes photos that clearly show the completed repair or an invoice for the completed repair. The current tenant will be contacted to verify the repair has been completed.

Documentation can be submitted by email to <email address>.

Sincerely,

<Recipient>